



Human Resources

DATE POSTED: SEPTEMBER 08, 2006

REQ. # 06-239

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-08-2006 TO 09-15-2006, but will remain open until filled.

DEPARTMENT/DIVISION
ADMINISTRATION
POSITION AVAILABLE
PUBLIC INFORMATION OFFICER
OF OPENINGS
1
STARTING SALARY
\$43,576.42 / YEAR
COMMENTS
DRIVING POSITION
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 520
PAY GRADE 22
SALARY: \$43,576.42 - \$66,757.18
PUBLIC INFORMATION OFFICER

MAJOR FUNCTION: Responsible administrative position coordinating various programs, activities, and publications in order to promote the County. Acts as a liaison between the County, the media, and community groups and individual residents and businesses.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of good English grammar, spelling, punctuation, in order to prepare and compose letters, publications, and press releases; Must display a keen knowledge and understanding of the history, character, demographics and culture of St. Lucie County; knowledge of the principles of community organization and group interaction; knowledge of and experience in voice and data communication systems.

Abilities: Ability to establish and maintain effective working relationships with employees and the general public; ability to use system networks; ability to communicate using speaking, hearing, and visual skills; ability to learn and apply professional problem solving techniques; ability to create presentations that convey meaning to residents of St. Lucie County and the media; ability to maintain records and distribute information in an orderly manner.

ESSENTIAL JOB FUNCTIONS: Facilitates County contact with community organizations and individuals by keeping groups informed of County activities. Encourages and assists in ensuring citizen participation in County programs. Fosters, designs and produces various internal and external publications to keep employees and residents informed of County activities. Markets and promotes County services through video presentations, brochures, flyers and newsletters, production of radio and television shows. Represents the County on various committees and groups as directed by the County Administrator. Coordinates and edits information on the County's Internet site in conjunction with Information Technology. Reviews County correspondence and memorandums and provides media with copies of correspondence, press releases, and other information about various County projects and issues. Writes and distributes press releases. Performs related work as requested or assigned.

EDUCATION: Graduation from an accredited four-year college or university with a degree in public relations, political science, business, or related field.

EXPERIENCE: Three years of experience in public relations, business, marketing, or government, preferably with an emphasis on administration and management. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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